

Quick Reference Guide PCS Relocation

This guide is for transferees preparing to make a Permanent Change of Station (PCS) within the continental United States (CONUS). It contains helpful information to assist you during your Government-authorized move.

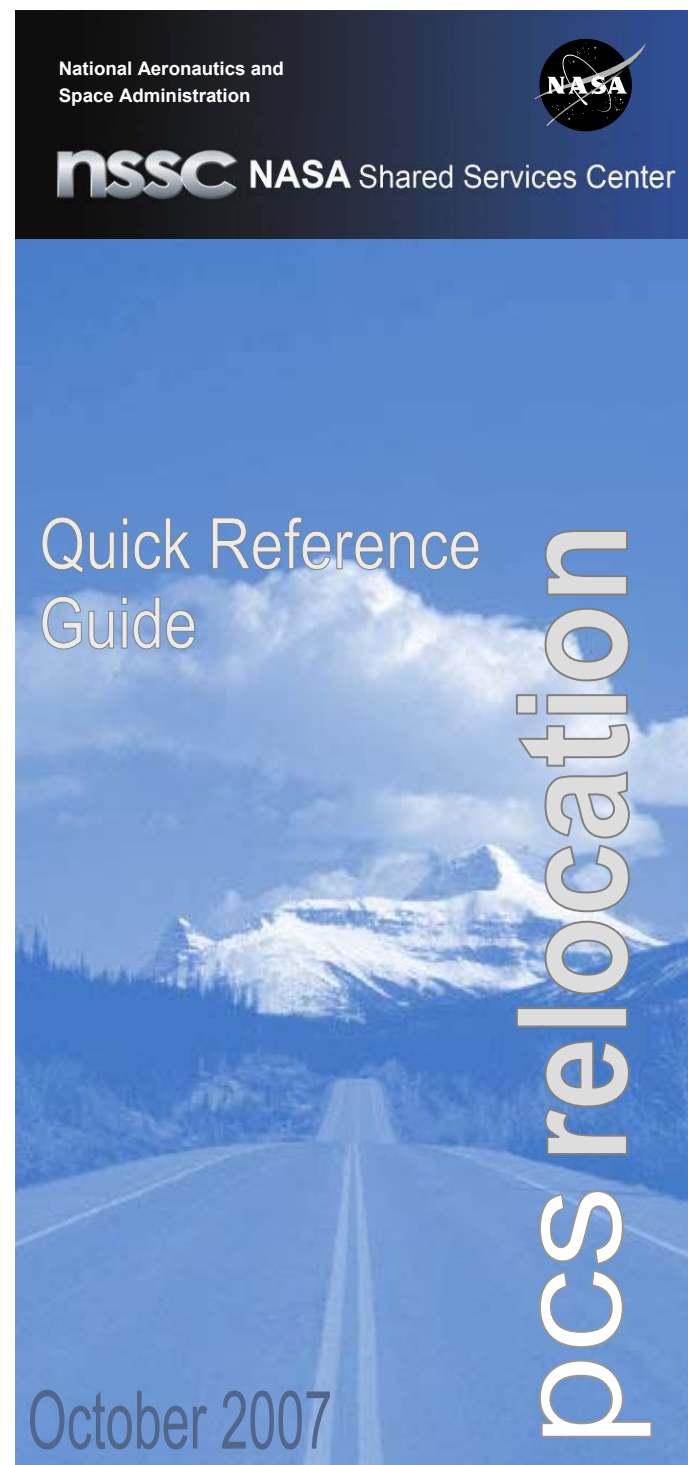
The guide outlines the allowances and expense reimbursements you are entitled to under the Federal Travel Regulation (FTR). However, it is important to note that this guide is not a copy of the FTR. Information in the FTR, Section 302 is far more detailed. Therefore, if there are any discrepancies between this guide and the FTR, the FTR overrides any information contained herein.



Eligibility: An employee relocated in the interest of the Government is eligible for a number of allowances and reimbursements. Two or more employee members of the same immediate family, relocated in the interest of the Government, are allowed to receive separate relocation orders and benefits. The relocation would be treated separately; however, there will be no duplicate payment for the same expense. The chart inside illustrates the benefits available to you as a transferee.

NASA Shared Services Center
Human Resources/PCS Relocation Services
Building 5100
Stennis Space Center, MS 39529

NSSC Customer Contact Center
Phone: 1-877-NSSC123 (1-877-677-2123)
Fax: 1-866-779-NSSC (1-866-779-6772)
E-mail: nssc-contactcenter@nasa.gov



Welcome to the NSSC

NASA Shared Services Center (NSSC) opened March 1, 2006, on the grounds of Stennis Space Center in Mississippi. The NSSC provides service across the NASA Agency in four functional areas, including Agency IT services and selected activities in financial management, human resources, and procurement.

The NSSC strives to provide customer focused, consistent, high quality, easily accessible, and timely support services. The savings NASA realizes from creating NSSC will free resources that will be redirected to NASA's Vision for Space Exploration.



Change of Station Relocation Information

General information concerning Change of Station (COS) can be found on the NSSC COS Web site, including: information and announcements on the NSSC, Frequently Asked Questions, How Do I's?, reference material on entitlements, forms, and where to obtain more detailed information. Access the NSSC Customer Service portal at: <https://www.nssc.nasa.gov/portal/site/customerservice>. Then from the **Travel** tab, select the **Change of Station** option.

Other Useful Information

NSSC Customer Service

<https://www.nssc.nasa.gov/portal/site/customerservice>

NSSC Contact Page

From the NSSC Customer Service portal, click the **Contact Us** tab.

Relocation	
PCS Transferee Entitlements	
Allowance	Transferee
House-hunting Trip	X*
Transportation	X
Per Diem	X
Household Goods	X
Temporary Storage	X
Non-temporary Storage	Limited
Mobile Home (in lieu of HHG)	X
Temporary Quarters	X*
Real Estate Expenses	X
Misc. Expense Allowance	X
Relocation Income Tax Allowance	X
POV Shipment (when cost effective)	X
Property Management Services	Limited
First Duty Transfer Entitlements	
Allowance	Transferee
Transportation	X
Per Diem (employee only)	X
Household Goods	X
Temporary Storage	X
Non-temporary Storage	X
Mobile Home (in lieu of HHG)	X
POV Shipment (when cost effective)	X*
NASA Flexibility Act of 2004	
NASA employees transferring to their first duty station under the NASA Flexibility Act of 2004, Section 9811, are entitled to all PCS Transferee Entitlements listed above, as designated and approved by the NASA Center HR Office.	

Notes for Above Entitlements

There are a few rules governing NASA's ability to pay for your relocation expenses.

1. The distance between the old duty station and the new duty station must be at least 50 miles, unless the head of the agency or designee authorizes an exception.
2. You must sign a 12-month service agreement (not required for TCS, overseas, or returning overseas).
3. For more detailed information on PCS Travel, please refer to the Federal Travel Regulations Part 302.

* These items are discretionary, and are to be noted as approved on the travel order when sent to the NSSC by the NASA Center HR Offices.

Advance of Funds

Employees who have a NASA government travel card are required to use the card for reimbursable expenses incurred. However, if necessary, you may request to receive an advance of funds to cover some reimbursable expenses. Each request for an advance of funds must be detailed as to why an advance is necessary, and will be reviewed on a case by case basis.

The following may be funded in advance:

1. Per diem, mileage, and common carrier costs anticipated for the employee and family for the PCS move, and for a house-hunting trip, if authorized (FTR 302-4.600, FTR 302-5.16).
2. Estimated allowable temporary quarters subsistence expense for up to 30 days. Additional funds may be approved for additional 30 day periods (FTR 302-6.15).
3. Transportation and temporary storage of household goods or transportation of a mobile home, only if by commuted rate method (FTR 302-7.105).

The following cannot be funded in advance:

1. Miscellaneous expense allowance (FTR 302-16.101).
2. Real estate transactions and unexpired leases (FTR 302-11.307).
3. Transportation and temporary storage of household goods or transportation of mobile home if by actual expense method (since the Government pays the mover directly) (FTR 302-7.105).

The travel advance cannot be issued earlier than 4 weeks before you expect to incur the related expense. Allow at least 2 weeks to process the advance. You will need to fill out Standard Form 1038 to request an advance of funds. In addition, a voided check, or copy of, must be included for the advance to be processed direct deposit.

The outstanding travel advance will be offset against the travel reimbursement vouchers as they are received, regardless of what expense is claimed on the voucher.

All finance information and vouchers should be completed and faxed in using the following cover sheet:

<https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/NSSC-Form-0023.pdf?rhid=1000&did=3950&type=released>

Contact Information

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